



PERSONNEL DEVELOPMENT SEMINARS

Department of Administrative Services, Human Resources Enterprise

TRAINING NEWSLETTER

November 2005

CPM CLASS 4 GRADUATES!

The fourth class of Iowa's Certified Public Manager program graduated October 20, 2005. The Department of Administrative Services Human Resources Enterprise and Drake University have partnered to offer the CPM program for public sector management professionals in Iowa.

Mollie Anderson, Director of Department of Administrative Services, thanked the graduates for their participation and dedication. "You have added value to yourself and to all of us in Iowa. I applaud your effort and encourage others to participate in the program to build their skills as a public manager."

CPM Class Five began this summer, and we are currently accepting applications for Class Six which will begin June 2006. For more information about the Certified Public Manager program, contact PDS or visit <http://das.hre.iowa.gov/cpm.htm>.



PDS PROFILE: DOUG WHITTLE



Doug Whittle, a facilitator for Personnel Development Seminars, is instructing several upcoming seminars.

Conflict Resolution

(Nov 3)

Creative Thinking & Problem Solving

(Nov 4)

Thriving on Change

(Dec 1)

Teamwork Skills

(Dec 2)

Hometown: Currently lives in Urbandale, but was born and raised in Monona, Iowa.

Recent Accomplishments: Earned his doctorate from Iowa State University in Leadership Development and co-authored a book titled: The Manager As Change Agent.

About His Seminars: He is dedicated to developing and facilitating instruction that is engaging, meaningful, and practical. He is also a great resource for agencies that would like to customize training seminars, as he recently did with Thriving On Change for the Department of Economic Development.

Training Advice: Arrive with an open mind and a willingness to explore new ideas.

When IDOP became Dept of Administrative Services – Human Resources Enterprise, we created a new web address. Please take a moment to update our URL in your favorites.

<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

SPECIAL TOPIC SEMINARS

Grant Management (Nov 4)

Maximize the effectiveness of your grant and the opportunities for securing future grant support.

Overview of State Government Finances (Nov 14)

Confused or have questions about the State's budget and accounting system? This seminar is a collaboration of three State agencies: Department of Management, Department of Administrative Services State Accounting Enterprise, and the Treasurer's Office. Attend the seminar to learn more and have your questions answered.

Contested Cases (Nov 14) ****Approved for 2 hours CLE credit**

How do agencies take action? What can be appealed? How is the appeal heard? What happens after?

Legislative Process in State Government (Nov 30)

Gain a better understanding of the legislative process – the structure, roles, and process.

Administrative Law (Dec 7)

Learn about the Iowa Administrative Procedures Act. Be sure to attend, especially if your actions are reviewable by the legislature or courts.

CRUCIAL COURSES

The following courses are keys for professional development and improving a staff member's ability to **perform and excel** in his or her essential job functions.

Presentation Skills (Nov 8-9)

Only date offered this fiscal year

Managing Stress Effectively (Nov 10)

Minute Taking (Nov 17)

Half Day Seminar

Project Management (Dec 8-9)

Instills effective, repeatable project-management techniques for various experience levels

COMPUTER SKILLS

The schedule of various computer courses can be found on the PDS website by clicking on *Computer Training*. The site lists all application training seminars through January 31, 2006.

Visit the PDS website for more information about course offerings.

<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

To enroll in a seminar, speak with your supervisor or agency's training liaison.

If your organization does not have a training liaison, contact Leslie Davenport at the email or phone listed below.

Questions or Comments? Email us at pds@iowa.gov or call 515-281-5456